



Westchester Community College

State University of New York

69362

April 22, 2019

To: Board of Acquisition and Contract

From: Belinda S. Miles
President, Westchester Community College

Re: Authority to enter into an agreement with Paul T. Bucci PhD LLC for external evaluation services of the College's U.S. Department of Education Title V Hispanic-Serving Institutions Grant.

Westchester Community College (the "College") issued a request for proposals ("RFP") seeking qualified firms to provide third-party evaluation services in connection with the U.S. Department of Education Title V Hispanic-Serving Institutions grant that was awarded to the College. Proposals were due by April 4, 2019. Three (3) proposals were received. After a thorough review of the proposals and based upon the recommendation of a four (4) person review committee, I recommend that an agreement be entered into with Paul T. Bucci PhD LLC ("PTB").

The College received three (3) proposals in response to the RFP from: 1) Suntek Industries Inc. (**MBE**); 2) Thomas P. Miller & Associates and; 3) PTB. Pricing proposals for each firm were as follows: 1) Suntek Industries Inc.: \$120,000; 2) Thomas P. Miller & Associates: \$139,895; and 3) PTB: \$140,000.

While PTB is not the lowest cost solution that resulted from this RFP, the selection of PTB is based upon the PTB's understanding of the scope of services to be provided and the quality and experience of personnel which will be assigned to the project, and their breadth of experience with implementation and evaluation of Title V grants at community colleges throughout the country. PTB was unanimously selected by the College's selection committee, which is led by the Project Director and College's Vice President of Student Access Involvement and Success, with representation from Academic Affairs division, and Institutional Advancement and Grants Management areas.

The proposed agreement would have a term commencing on July 1, 2019 and terminating on September 30, 2023 in a total amount not to exceed \$140,000, payable in accordance with an approved budget.

The public purpose of this agreement is to provide formative evaluation, summative evaluation, and quasi-experimental design of the outcomes and impact of the Title V grant at the College. The external evaluation is a requirement of U.S. Department of Education guidelines and is written into the approved grant proposal. Performance of the agreement will be measured by the College personnel.

I believe that it is in the best interest of the College to enter into this proposed agreement with PTB and I therefore recommend that you act favorably on the annexed proposed resolution.

BSM/jpi
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/16/2019 - LISAPRIJAJ, SECRETARY

RESOLUTION

Upon a communication from the President of Westchester Community College, be it hereby

RESOLVED, that the County of Westchester, acting by and through Westchester Community College, is hereby authorized to enter into an agreement with Paul T. Bucci PhD LLC for external evaluation services of the College's U.S. Department of Education Title V Hispanic-Serving Institutions grant; and be it further

RESOLVED, that the agreement shall have a term of July 1, 2019 through September 30, 2023, in an amount not to exceed \$140,000.00, and payable in accordance with an approved budget; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	703	9997		9522		\$140,000

Budget Funding Year(s) Start Date: 7/01/2019 End Date: 9/30/2023
 (must match resolution)

Funding Source: Tax Dollars _____ Contractor Federal I.D. No./ Social Security No.: _____
 State Aid _____
\$140,000 Federal Aid _____ Vendor No.: _____
 (must match resolution) Other 140,000 (grant funds) Encumbrance No.: _____